



ADOPT-A-ROADWAY

VOLUNTEER GROUP INFORMATION PACKET

**Love
where
You
Live**



**Stop
Litter**

**TENNESSEE'S
HAD ENOUGH**

Sponsored by TDOT and Keep Tennessee Beautiful

ADOPT-A-ROADWAY PROCEDURES

FOR VOLUNTEER GROUP COORDINATOR

Welcome to Smyrna's Adopt-A-Roadway program! This program gives you a way to show pride in your community and is a great inexpensive project that generates publicity and recognition for your group's activities through the display of your group's name on the Adopt-A-Roadway signs along your adopted route.

The following procedures will help you, as your Adopt-A-Roadway group's coordinator, organize and complete your pickup events.

- Please review and sign the attached partnership agreement form. This form must be turned in to the Town of Smyrna's Public Works Department before your first litter pickup event.
- Schedule a date *before the first pickup event* to hold a safety briefing for your volunteer group. Each volunteer involved in picking up litter *must* view the State of Tennessee's safety video and read the volunteer safety guidelines, and sign a release statement certifying this. The Town of Smyrna has adopted the same safety guidelines as the State of TN and is utilizing their safety video. DVD format is available, or **volunteers may watch the video the TDOT Adopt-A-Highway website at <http://www.tn.gov/tdot/article/adopt-a-highway>**
- Parents of children 12 to 17 years old must watch the safety video and/or read the volunteer safety guidelines with their child/children, and sign the parental consent portion of the release statement. (*Tennessee law requires that parents assume the responsibility for their minor children.*)
- Contact the Town of Smyrna's Public Works Department to schedule a time during regular weekday business hours to obtain your materials prior to your pickup event.
- The Town of Smyrna will provide you with volunteer safety guidelines, a safety video (to be returned), your Partnership Agreement, volunteer release statements, caution signage, bags, and safety vests.
 - Safety vests must be worn at all times during the pickup by the volunteers. Class II high-visibility safety vests are highly suggested.
 - You will be loaned two orange caution signs. These signs are required by state and federal regulations to protect the safety of workers in a work zone. A sign must be placed at the beginning and the end of your stretch of adopted roadway facing oncoming traffic during your pickup events.
- Return all Volunteer Release forms and your signed Partnership Agreement to the Public Works Department *before* your first scheduled pickup.
- **VERY IMPORTANT:** If you have new volunteers participating in subsequent pickup events, the Town of Smyrna requires that they read the volunteer safety guidelines and watch the safety video, and sign the necessary release forms. All release forms *must* be on file in our offices *before* volunteers are given permission to do litter pickup on town-owned roadways.
- After each subsequent litter pickup event, please contact us so we can pick up the bags from the roadside. At this time, please also let us know how many bags your group picked up. You may either call the Public Works Department or electronically submit your report online by visiting <https://www.townofsmyrna.org> and click on Online Volunteer Activity Report Form. It's very important that you report to us. It allows us to keep up-to-date records of your activities and ensures that your group gets acknowledgement for its contributions.
- Please return your materials (safety vests, safety video, any leftover litter bags, caution signs, etc.) to the Public Works Department within three (3) days following your pickup event.
- After your group completes its first pickup, recognition signage will be installed.
- If you have a telephone number or address change, please let us know. Also, please let us know if a new group coordinator is assigned as the contact for your group so we can keep accurate and up-to-date records of your group.

When you are ready to turn in the enclosed forms and pick up your supplies, please contact the Town of Smyrna's Public Works Department. We will be happy to work with you to ensure your first litter pickup is a success. Be safe and have fun!



The Town of Smyrna (hereafter called “Town”) is grateful to have

_____ (hereafter called “Volunteer Group”)

participate in volunteer litter pickup activities on _____ (name of road)
from _____ (address) to _____ (address)
for a one-year contract period of ____/____/2016 to ____/____/2017

(Partnership agreements must be renewed yearly.)

Your participation in the Adopt-A-Roadway program will help other Smyrna residents and businesses as well as the Town create a cleaner atmosphere in Smyrna.

In consideration of the mutual benefits to be derived, the parties agree to the following:

TOWN

- Provide documents including Volunteer Release Statements, Volunteer Safety Guidelines and safety video,
- Volunteer Group Coordinator Guide and Partnership Agreement.
- Provide adequate number of trash bags.
- Provide Approved Safety Vests (Class II high visibility).
- Remove trash bags from adopted area on next regular business day, or as soon as possible upon request.
- Provide traffic control signs to be used by the Volunteer Group.

VOLUNTEER GROUP

- Conduct at least four (4) litter pickups during the contract year. Plan for at least one cleanup during each of the Spring, Summer, Winter and Fall Seasons.
- Be aware of the hazardous nature of the work which is to be performed. The Volunteer Group shall assume all responsibility for, and shall defend and hold the Town of Smyrna, its officers and employees harmless from any actions at law or claims of any character brought for injuries or damages sustained by any person or property arising from any act or omission of the Town in performing or failing to perform pursuant to this agreement.
- The Volunteer Group’s Adopt-A-Roadway Coordinator shall hold a “Crew Plan” safety briefing with the participating volunteers **prior** to each pickup.
- The Volunteer Group’s Adopt-A-Roadway Coordinator shall take responsibility for ensuring each volunteer has read the Volunteer Safety Guidelines and signed the Volunteer Release Statement.
- The Volunteer Group’s Adopt-A-Roadway Coordinator must return all signed Volunteer Release Statements to the Public Works Department prior to litter pickup activities. Volunteer Release Statements must be signed by each participating volunteer (parent/guardian signature required for volunteers between 12 – 17 years of age) and returned to the Public Works Department prior to the pickup event.
- Require workers to wear ONLY Class II high-visibility safety vests and to work only after traffic control signs are in place.
- Obtain required supplies and materials from the Town during regular business hours.
- ***All participants will be at least 12 years of age and participants between 12 and 17 years of age will be adequately supervised by an adult. There should be at least one (1) adult supervisor for every five (5) youths.***

Please provide this signed form to the Public Works Department before your first litter pickup.

(Volunteer Group Coordinator Signature)

(Town of Smyrna Representative)

(PRINT NAME)

(PRINT NAME)

Date

Date

ADOPT-A-ROADWAY VOLUNTEER SAFETY GUIDE

Welcome to the Town of Smyrna's Adopt-A-Roadway program! While you are making a difference picking up litter, please make sure you are doing it safely. These guidelines were developed with your safety in mind. Please follow them at all times!

SAFETY REMINDERS

- Hold safety "tailgate" meetings before each pickup.
- Carpool to minimize number of vehicles at the site, and park clear of the roadway.
- Put on safety vest prior to getting onto the roadside.
- Wear gloves, leather shoes or boots, hats, long sleeves and light colored clothing.
- Place warning signs at the beginning and end of the work area.
- Face oncoming traffic while working.
- Maintain a working group of six to ten people. Work in pairs.
- Avoid working during peak travel times.
- Do not work on holiday weekends.
- Stop work in inclement weather.
- Avoid overexertion.
- Do not remove hazardous substances.
- Watch for snakes and sharp objects.
- Do not pick up items on bridges, in tunnels or on overpasses.
- Stay clear of construction areas.
- Do not pick up items from the pavement or median.
- Participants 12 - 17 years old must be adequately supervised by one or more adults.
Ratio: At least one (1) adult supervisor for every five (5) youths.
- Drink plenty of water to avoid dehydration.
- Wear sunscreen.
- Do not over-stuff litter bags or compact them. When a bag feels heavy (about 10 pounds average), secure it and get another bag. Place bags together, if possible, near the roadside or next to your Adopt-A-Roadway signs.
- No horse playing or waiving of arms that might distract drivers.
- For younger volunteers, do not pick up broken glass, knives or dangerous items - instead, call these items to the attention of an adult volunteer.
- Stay alert and well away from the road.
- Do not wear headsets while cleaning the roadside.

BAG IT, MOVE IT, OR LEAVE IT?

BAG IT

These items may be placed in a bag:

- Small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass, or metal provided that the item does not have sharp edges.
- Small, empty containers provided they don't have sharp edges.

MOVE IT

These items should be placed alongside your stacked bags at the edge of the shoulder:

- Items with dull, pointed edges that might tear a bag.
- Large items that would prevent a bag from being properly tied closed.
- Heavy items that could tear a bag, provided that the item can be moved without causing physical injury.
- Containers that are not empty if the contents won't spill when moved and you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.

LEAVE IT (If in doubt, leave it alone!)

These items should be left where found without taking further action:

- Sharp, large, or heavy items that could cause physical injury if moved.
- Any item in an unsafe location (within six feet of a traffic lane, or unstable ground, etc.)
- Any item that you cannot identify and suspect may be hazardous.
- Unclosed or leaking items containing hazardous substances. Items may have labels such as Explosive, Toxic, Harmful, Corrosive, or Poisonous Gas written on them.

METH LAB AWARENESS INFORMATION

The roadside dumping of illegal meth lab waste is becoming a serious problem in Tennessee. It may look like carelessly dumped trash, but is extremely hazardous to your health and has a severe impact on the environment.

Don't let meth waste threaten you or your group's safety! If you sight any of the following items along the roadside, do not approach or attempt to remove these items. Instead, immediately contact the Tennessee Bureau of Investigation's Meth Watch Hotline at 1-877-TNN-METH

- Empty or used alcohol products such as isopropyl rubbing alcohol, denatured alcohol, etc.
- Numerous empty pill bottles and packaging, especially empty blister packs of nasal decongestant or cold remedies.
- Containers of separated liquids of ANY color.
- Bottles that look like they contain urine or windshield wiper fluid.
- Unused matches without striker plates, or washed striker plates.
- Corroded propane tanks or tanks with blue discoloration. Watch out! This means the tank is EXPLOSIVE!
- Boxes of battery fluid or bottles of muriatic acid
- Kitty litter bags, especially if they look like they've been opened and taped closed.
- Trash bags that are taped shut or with tubes coming out of them.
- Containers with any type of tubing attached.
- Anything put together or bundled up with duct tape.
- Suspicious-looking tool boxes, coolers, or other convenient storage containers.

These items could be portable meth labs that have been hidden or stored by the roadside.

**THANK YOU FOR YOUR CONTRIBUTION
TO HELPING KEEP SMYRNA CLEAN AND
BEAUTIFUL!**

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VOLUNTEER RELEASE OF LIABILITY STATEMENT

I do hereby release, hold harmless, and discharge the Town of Smyrna, its officers, agents and employees from any and all liability for injury to my person, damage to my property, or death, whether or not such liability is based upon allegations of negligence while participating in Smyrna's Adopt-A-Roadway program and/or other volunteer activities on or near town-owned right-of-way. I acknowledge the fact that working in the area of roads can be a hazardous activity, and that I accept the risks associated with this work.

I certify that I have reviewed and fully understand the Adopt-A-Roadway Volunteer Safety Guide and have watched in completion the State of Tennessee's Adopt-A-Highway Safety Movie as a prerequisite to participating in the Adopt-A-Roadway program.

Volunteer Name *(Please Print)*: _____

Volunteer Signature: _____

Date: _____

Volunteer Group: _____

PARENTAL OR LEGAL GUARDIAN CONSENT RELEASE

Required if volunteer is between the ages of 12 and 17. Volunteers must be at least 12 years of age to participate in the program.

I certify that I am the parent or legal guardian of the minor volunteer named above and hereby grant permission for him/her to participate as a volunteer in the Adopt-A-Roadway program. I further agree to abide by the stipulations set forth in the above paragraphs.

Parent/Legal Guardian Name: _____
(Please Print)

Parent/Legal Guardian Signature: _____

Date: _____

Please provide this completed form to your group's Adopt-A-Roadway Coordinator.

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